

DETAILED DESIGN AND SIGN-OFF PROCESS

The reconstruction of the Waterbury State Office Complex (WSOC) is proceeding on schedule. As the construction continues, we are planning where Agency departments will be located in the new building and renovated historic core.

This communications is to inform you of the upcoming workgroups, detailed design and sign-off processes for your department. The first step will be to establish workgroups based upon the requirements of your department and/or division. The second step will be to create a detailed design based upon your workgroup needs, requirements and designated space within the WSOC.

Establishing Workgroups

In the first step, a workgroup will be established by your department with guidance from the architectural firm (Freemen French Freeman – FFF) and the office furniture vendor (Office Environments, Inc. -- OEI). A workgroup will consist of approximately department 75 staff in each group DCF will be divided into 4 or 5 workgroups and all other departments, including the 93 DVHA staff that will be located in Waterbury, will be a single workgroup.

Each workgroup will have a five-person team to assist with the planning process and serve as liaisons for the entire workgroup. The teams will be a conduit for communication between their workgroup and the design team. Along with providing regularly scheduled updates, these individuals will be responsible for important two-way communications – providing information to their workgroup from the design team as well as bringing feedback and concerns from the workgroup to the design team.

Establishing workgroups and planning teams will be an on-going process. One workgroup will be planned at a time with early workgroups established by the end of September. Our goal is to establish the workgroups four to six weeks prior to the start of detailed design for each group. Some groups will start detailed design in October, 2014, but groups whose staffing numbers are in flux, such as DVHA, might not begin detailed design until as late as August, 2015.

Workgroup Planning Teams

Each planning team will consist of five members who represent the 75 person workgroup. Roles of the team members may vary depending upon the needs of each workgroup, but in general their makeup will consist of:

Workstation selection coordinator – This person has an understanding of the available workstation types and will assist you in selecting your workstation configuration and accessories.

Technology needs coordinator – This person ensures that your technology needs are met including:

- Access to copiers, printers and fax machines
- Meeting room equipment such as conference speaker phone monitors and smart boards
- Any other special desktop equipment required to perform your work

Storage and filing transition coordinator – This person ensures that you will have adequate file space at your workstation and within open areas and file storage rooms.

Move day and special spaces coordinator – This person ensures that all of your workstation components (files, chairs, AHS owned meeting room furniture, etc.) are properly labeled prior to your move to Waterbury. This

person's role is focused on the actual move, which may occur more than a year after signoff. This individual may also be involved in helping to configure "special spaces" in the workgroup's area, such as focus room furniture, kitchenette configuration, or breakout space setup. Not all of these space types will apply to every workgroup.

Communication coordinator – This person ensures that progress reports on the detailed design are communicated to your workgroup and coordinates with Transition Manager to include updates on the Waterbury project Internet website.

Begin Detailed Design Meetings

The second step of the process will be to begin the detailed design meetings starting in October. Our plan is to start with the workgroups that will occupy the new building at the WSOC, and then progress to those that will be in the historic corridor.

The first of the detailed design meetings will begin in October, with new groups starting about every three weeks. We would prefer to meet with teams in their current workspaces, but realize that some groups may not currently be co-located. In those cases, we will schedule meetings so that teams will have the opportunity to participate.

The detailed design meetings will be conducted weekly for about six weeks. Participants at the meetings will include your department space manager, your workgroup planning team, plus representatives from AHS, FFF and OEI. Building and General Services (BGS) will also participate at the kick-off and sign-off meetings for each group.

Detailed Design

The detailed design of workspaces will begin in October 2014 and continue through September 2015. The goals of the process are:

- Plan the layout of workstations
- Plan meeting rooms and focus rooms
- Refine kitchenette and "soft seating" areas as applicable
- Plan moveable wall partitions which create open suites, offices, meeting, and focus rooms (new office building only)
- Plan office layouts and finalize location of support spaces (historic core only)

Sign-Off process

The final goal of the detailed design is to have a sign-off on the final workspace layout by both the department space point-of-contacts and the AHS administration.

We anticipate quite a bit of back-and-forth activities between the design and the workgroup teams. The design team will provide the workgroup team with updated plans after each meeting. In some cases, 3D views may be created. The plans will show the locations of workstations, equipment, filing, focus rooms, and meeting spaces. These plans will identify each workstation and room with a unique number. As the staff team nears consensus on the layout, a spreadsheet will be produced to detail the workstation types, staff accessory choices, and equipment requirements.

Once there is a final plan and spreadsheet, they will be approved for order by the departmental space contact and the state's project manager from BGS. Please note that once signoff has been completed, additional changes cannot be made until two months after move-in. This will ensure that orders for other workgroups are not disrupted and that we can be certain the changes are needed.

The Agency understands that employees have questions regarding the move to Waterbury and how office space will be allocated. If you have any thoughts, ideas or questions regarding the detailed design process, please submit them to the Waterbury **Idea Box** located at AHS.WaterburyQuestions@state.vt.us. We encourage your participation in the detailed design process and welcome your thoughts, ideas and suggestions.

Thank you for your patience and understanding!